

DD/S 63-3020

17 JUL 1963

MEMORANDUM FOR: General Carter

You are not alone in your embogglment about mail addressed to "Langley, Virginia". Many of us have had the same problem, and there is an occasional added complication because people (e.g., walk-in job applicants) as well as mail can be confused by our present Directory listing. However, I think some help may be in sight.

On 7 May the Director of Logistics wrote to the telephone company requesting that our Directory listing, in both the alphabetical and U.S. Government sections be changed to show that the Central Intelligence Agency is in McLean, Virginia, and that it has an employment office located at 1016 16th Street, N.W., in Washington. The next issue of the Directory, which will reflect the changed listing, will be delivered in October. Furthermore, general use of the ZIP Code system should be of some help in getting our mail routed correctly. I am told that inclusion of our code number 20505 in the mailing address will steer the letter right, even though it may be addressed otherwise just to Washington, D.C., to 2430 E Street, N.W., or even to "Langley, Virginia". As for getting a Post Office box in McLean, this could be done very easily but I am told that it isn't needed. We already have a daily pickup and delivery service to and from the McLean Post Office which handles any mail sent to us at that postal address.

These are steps in the right direction which should clear up some of the problem reasonably soon. I dare say it may take a little longer to persuade the press, and those members of the public who don't look in the Directory, to drop the Langley address.


L. K. White

TRANSMITTAL SLIP		DATE
TO: <u>EXECUTIVE DIRECTOR</u> <i>20/2/55</i> Deputy Director of Central Intelligence		
ROOM NO. <input type="text"/>	BUILDING Headquarters	
REMARKS: <div style="text-align: center;"> <i>1cc - Ek via</i> <input type="checkbox"/> </div> <div style="text-align: center; margin-top: 20px;"> <input type="text"/> </div>		
FROM: Deputy Director (Support)		
ROOM NO. <input type="text"/>	BUILDING Headquarters	EXTENSION <input type="text"/>
<small>FORM NO. 241 1 FEB 55</small> <small>REPLACES FORM 36-8 WHICH MAY BE USED.</small> <small>GPO : 1957-O-439445 (47)</small>		